



County of Los Angeles CHIEF EXECUTIVE OFFICE


Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District
MARK RIDLEY-THOMAS
Second District
ZEV YAROSLAVSKY
Third District
DON KNABE
Fourth District
MICHAEL D. ANTONOVICH
Fifth District

May 6, 2013

To: All Department Heads

From: William T Fujioka
Chief Executive Officer 

2013 CSAC "CALL FOR ENTRIES" FOR ANNUAL CHALLENGE AND MERIT AWARDS

A call for entries has been issued by the California State Association of Counties (CSAC) for its 2013 Challenge Awards program. The Chief Executive Office (CEO) deadline to receive entries from County departments is **Thursday, June 20, 2013**. This year the entries are divided into four categories based on population. On your entry form, please check the population category "750,001 and above". CSAC will select two winners for each population category: a Challenge Award and a Merit Award. Judges will also consider all entries for special awards that are open to all population categories. Upon completion of the judging, CSAC will notify all award recipients by mail.

CSAC judges will be looking for innovative, unique, and easily replicable programs which have been in existence for at least **one year**. County programs or projects that have previously won a Challenge Award will not be considered. Attached is a brochure with contest details, including the entry form.

Although some departments may already have received a direct notification letter concerning award entries, CSAC has requested that the CEO coordinate the filing of all applications for the County of Los Angeles. Therefore, I am requesting that departments submit their entries to this Office.

As in the past, the CEO will send one Los Angeles County check to cover the required \$75 filing fee per entry. All Los Angeles County entries will be submitted by this Office under one Letter of Endorsement. Although CSAC's filing deadline is June 28, 2013, this Office needs time to prepare the package of entries, and obtain the check to cover

"To Enrich Lives Through Effective And Caring Service"

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Intra-County Correspondence Sent Electronically Only***

All Department Heads
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the filing fees. Therefore, if you plan to submit an entry for the 2013 Challenge Awards, remember that **the final CEO deadline is Thursday, June 20, 2013 at 5:00 p.m.** **No late submissions will be accepted.** Please send an original, plus three complete copies of each entry to:

Eddie Washington, Acting Director
CEO Workplace Programs
500 West Temple Street, Room B-1
Los Angeles, CA 90012

The 2013 Challenge Awards will be presented at the annual CSAC meeting. If you need additional information, your staff may contact Eddie Washington at (213) 974-1347, or ewashington@ceo.laounty.gov.

WTF:BC:FC
EW:mr

Attachment



CSAC Seeks County Best Practices For Annual Challenge Awards

The California State Association of Counties (CSAC) invites you to enter our 2013 Challenge Awards competition.

These unique awards recognize the innovative and creative spirit of California county governments as they find innovative, effective and cost-saving ways to provide programs and services to their citizens. This is a wonderful opportunity to spotlight your county's best practices.

Please read the following instructions and consider entering your county's programs/projects to win one or more of these awards.

Entry Categories

Entries will be divided into four categories based on population:

- Under 50,000
- 50,000 to 200,000
- 200,001 to 750,000
- 750,001 and above

On your entry form, please check which population category you are entering.

Eligibility

Only programs that are developed, managed or funded by a county department or agency are eligible. Multi-county programs are eligible. Court-related programs must be coordinated or funded by the county.

Programs that have previously received a Challenge Award cannot be entered again; Merit Award recipients are eligible.

Judges will be looking for programs that are innovative, unique and easily replicable. County programs or projects submitted must have been in existence for at least one year.

All Challenge Award entries will be considered for special awards at the judges' discretion. These awards will not be subject to the population criteria outlined above.

Deadline

All entries must be postmarked by **June 28, 2013**, to be considered. Faxed or emailed entries will not be accepted. Entries cannot be returned.

Entry Fees

\$75.00 per entry. A check payable to CSAC Challenge Awards must accompany **EACH** entry. If entering multiple entries, a single check with a total amount (\$75.00 for each program entered) may be submitted. Credit card payments cannot be accepted.

Selection Criteria

A panel of county and private sector officials will evaluate the entries. Judges' decisions are final. The following criteria will be used to select the winners:

- Statement of the problem and solution.
- Innovation, resourcefulness, vision, uniqueness and risk-taking.
- Replicability of the program/project.
- Cost-effectiveness of the program/project.
- Conformance to application instructions as set forth in the "Entry Instructions" in this brochure.

General Information

- Two levels of awards will be presented by CSAC in each category: Challenge and Merit Awards
- Judges will also consider all entries for special awards that are open to all population categories.
- Challenge Awards will be presented in person in the recipient's county. Merit Awards will be mailed.
- In the event that a multi-county application is honored, each county will receive an award.

- All recipients will be notified by mail upon completion of judging in the fall.
- If you have any questions, contact David Liebler, CSAC Director of Public Affairs & Member Services, at 916/327-7500, ext. 530; email: dliebler@counties.org.

Entry Instructions

1. FILL OUT OFFICIAL ENTRY FORM ON INSIDE BACK PAGE OF THIS BROCHURE. The entry form is also available online at www.csac.counties.org.
2. OBTAIN A LETTER OF AUTHORIZATION. This is simply a letter signed by either your Board Chair or County Administrator authorizing the entry of the county's programs in the Challenge Awards competition. Counties may submit one (1) letter of endorsement for all entries, but please list each entry by program name in your letter of endorsement.
3. CONSTRUCT YOUR "EXECUTIVE SUMMARY." This is your statement of the challenge and the solution. Your Executive Summary is a very important part of your entry. It must be NO MORE THAN TWO 8 ½ BY 11 DOUBLE-SPACED PAGES. Please include contact information on the summary. Since this will be published for statewide distribution, please present the information as you would like to see it in print. CSAC reserves the right to edit this material.
4. EMAIL YOUR BRIEF 25-WORD SUMMARY AND CONTACT INFORMATION. Please email a copy of your brief 25-word summary contained in your Executive Summary, along with County, Entry Title and Contact Information to Chris Feusahrens at cfeusahrens@counties.org. Your entry in its entirety should be mailed CSAC Challenge Awards, CSAC, 1100 K St., Ste. 101, Sacramento, CA 95814.

Organize your Executive Summary as follows:

Overview – Provide a brief, 25-word summary of your program or project.

Problem or Challenge – Describe the problem or challenge your county faced and the process used to address this problem. Explain the unique or critical factors that led to this project.

Solution – Describe the steps taken by the county to solve the problem or overcome the challenge.

Budget/Costs/Savings – How much money was budgeted to fund the project?

- a. List all sources of funding for the project.
- b. Did the project come within/under budget?
- c. What costs were involved, what savings were realized?
- d. What is the measure of increased productivity or time saved?

Results – Describe the results of the program/project. Discuss how the program or project has positively affected the community, improved delivery of services to the public, or improved administration of a program internally.

Project or Program Contact – List the name, title, mailing address, phone and e-mail address of the person who can be contacted about this program.

Optional Submission – If your project involved the development of a video or CD, please enclose one copy. Videos/CDs will not be returned and become property of CSAC. Please limit supporting material – such as brochures, final reports or other information – to items that are directly relevant to this project.

MAKE CHECK(S) PAYABLE TO: CSAC CHALLENGE AWARDS. **A payment of \$75.00 must accompany EACH entry.** If entering multiple entries, a single check with a total amount (\$75.00 for each program entered) may be submitted. However, a photocopy of the check must be submitted with each entry.

SEND IN YOUR ENTRY BY MAIL. You must send three (3) complete copies of each entry form and Executive Summary, along with either a check or photocopy of group payment and your letter of endorsement (see entry form for address). Your entry should be mailed CSAC Challenge Awards, CSAC, 1100 K St., Ste. 101, Sacramento, CA 95814.

EMAIL YOUR BRIEF 25-WORD SUMMARY AND CONTACT INFORMATION. Please email a copy of your brief 25-word summary contained in your Executive Summary, along with County, Entry Title and Contact Information to Chris Feusahrens at cfeusahrens@counties.org.

All entries must be postmarked by June 28, 2013. Entries may not be faxed. Entries received by CSAC will not be returned.

Remember to include the following for each entry:

- Completed entry form
- 2-Page executive summary
- Copy of endorsement letter authorizing entry. One letter may be used for multiple entries, but please include a copy for each entry.
- Enclose payment of **\$75.00 for each entry**. One check may be used for multiple entries.

Checks should be made payable to: CSAC Challenge Awards.

Mail or deliver all of the above to:

CSAC Challenge Awards
1100 K Street, Suite 101
Sacramento, CA 95814



CSAC CHALLENGE AWARDS | CALL FOR ENTRIES ENTRY FORM

You may type this information on a separate sheet and submit as Page 1 of your entry:

POPULATION CATEGORY:

- ☐ Under 50,000 ☐ 50,000 to 200,000
☐ 200,001 to 750,000 ☐ 750,001 and above

County(ies) Name(s)

Contact Name and Title

Mailing Address

City

State

Zip

Phone

Ext.

Email

TITLE OF THIS ENTRY (to be used on award – seven words maximum)

INCLUDE THE FOLLOWING FOR EACH ENTRY:

- Completed entry form
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- Copy of endorsement letter authorizing entry. One letter may be used for multiple entries, but please include a copy for each entry.
- Enclose payment of \$75.00 for each entry. One check may be used for multiple entries.

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MAIL OR DELIVER ALL OF THE ABOVE TO:

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